



SCHOOL ACCESS POLICY

POLICY STATEMENT

After enforced restrictions due to COVID-19 in 2020, we saw a notable increase in the students' organisation and self-management skills; independence; resilience; confidence; and positive behaviours; particularly in the morning. In addition to this there was an increase to 100% participation in daily fitness (Jump Jam/running) in the mornings and teachers were able to move students into class more efficiently and begin teaching sooner. In the afternoons, teachers were able to fully utilise outdoor areas for end of the day activities, an option that is not feasible with parents waiting on site. This prompted a parent survey to collect feedback from parents regarding site access and as a result the School Access Policy was documented. Adherence to the policy has also ensured that there have been no disruptions to the school day with other temporary access restrictions that have been put in place since.

It is important to note that we are not limiting parent "school time" with their children, we are just formalising processes from a management point of view – everyone who comes onto the school should do so through the office. This has been our policy for quite some time as a matter of safety and security, however it hasn't been encouraged for parent meetings, assemblies, pick up and drop off times etc.

Parents are welcome into the school as always, and we understand the importance of a strong school-home connection for maximising learning potential and child development; we would like to ensure that you feel welcome to come to the school, and ask that you sign in at the office any time you need to be on site.

STUDENT ARRIVAL AT SCHOOL

Students should arrive at school **from** 8:15am each day, enter through the front gates at the cross walk on Larkin Street and walk to the undercover area.

**** Students and parents must use the cross walk on Larkin Street and follow the attendant's instructions. ****

There will be staff supervision at the gate near the cross walk between 8:15am and 8:30am; students who are brought to school by parents will farewell their parents at the gate and walk to the undercover area. If required, Kindergarten or Pre-primary students can be walked to the undercover area by staff, however, as we value independence, confidence and organisation we encourage them to walk to the undercover area with their friends or independently.

The school bus arrives at 8:15am and students must go straight to the undercover area to be supervised.

STUDENT LATE ARRIVAL AT SCHOOL

If students arrive at school after 8:30 am they are required to go straight to the office to sign in and get a late note.

Parents are welcome to take children to the office if they would prefer, however, students are able to sign in and get a late note independently.

When they have signed in, students will be given a late note and taken to class. Students in Years 1-6 will walk themselves to class and present the late note to the teacher. Students in Kindy and Pre-primary will be walked to class by a staff member.

STUDENTS LEAVING SCHOOL EARLY

Students leaving school early must be picked up through the office. They will be signed out and an early exit note written.

The School Officer will collect the student from class and bring them to the office while parents wait.

PARENTS AND VISITORS AT SCHOOL

Any parents who wish to enter the school for assemblies, meetings with teachers, the uniform shop, parent help etc. must do so through the front gate on Larkin Street and go straight to the office to sign in.

All visitors to the school must report to the office on entering school grounds. Visitors to the school will be required to record their attendance in the Sign In/Out Book and state the reason for the visit.

Any visitors completing work in the school must fill in the Asbestos Register before work starts.

AFTER SCHOOL PICK UP

Parents should meet students at the front gate on Larkin Street.

Students in Years 1-6 will walk to the gate independently and are allowed to leave school to go home or meet parents.

Students in Pre-primary and Kindy will walk to the gate with a staff member and will not be allowed to leave the school grounds without a parent/carer to take responsibility for them.

- Older siblings may collect Kindy or Pre-primary students and take them home only if they have obtained clearance from the Principal.

EVALUATION AND RATIFICATION

This policy will be reviewed every two years by the Principal, Deputy and staff to ensure it stays current and relevant.

The policy will be presented to School Council for ratification.